



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF TELECOMMUNICATIONS MANAGEMENT**

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October 21, 2004

**TELECOMMUNICATIONS INFORMATION NOTICE NUMBER 04-08**

**SUBJECT: Billing Account Information Update Request**

For the FY 2005-2006 budget process, the Office of Planning and Budget (OPB) has informed the Office of Telecommunications Management (OTM) that it will be reconciling all payments that agencies send to OTM.

OPB reviewed the OTM FY 2003-2004 telecommunications billings and noted that some agencies need to update their billing account information. That review identified the following areas requiring updated account information:

1. Agencies using schedule numbers that no longer exist must provide current schedule numbers.
2. The schedule number provided to OTM must be the schedule number that contains each agency's telecommunications budget.
3. Agencies using an existing schedule number with an incorrect agency name must provide the correct agency name.

To assist OPB in its efforts, OTM is requesting that all agencies review OTM billing account information and correct the agency information as necessary. Please use this initiative to review for correctness all agency billing account information including telephone contact number, billed items, etc.

All agency requests for updates to the agency's OTM billing account information must be submitted by the agency's Telecommunications Coordinator (TC). The agency TC should then send the requested update to the OTM Billing Section, to the attention of Brenda Turner, at P.O. Box 94280, Baton Rouge, LA 70804; at FAX 225 342-7965; or email at [brenda.turner@la.gov](mailto:brenda.turner@la.gov).

Please copy and distribute this information to the appropriate fiscal officer within your agency.

OPB has set the deadline for completion of this task as October 29, 2004.

Your timely assistance in this matter will be appreciated.

Derald Kirkland  
Director  
Office of Telecommunications Management